



INTEGRITY

EQUITY

QUALITY

ACCURACY

ACCOUNTABILITY

DIVISION
OF
PROPERTY ASSESSMENTS
COMPTROLLER OF THE TREASURY

2008
ANNUAL REPORT

“BUILDING THE FUTURE”

BUILDING THE FUTURE ON OUR CORE VALUES



HONESTY AND INTEGRITY



ACCURACY AND RELIABILITY



ACCOUNTABILITY

The Core Values of the Division of Property Assessments are those values we hold which form the foundation on which we perform our work and conduct ourselves. We have many values, but some of them are so crucial, so important to us that throughout the changes in society, government, politics, and technology they are STILL the core values we will abide by. In an ever-changing world, Core Values are constant. Core Values are not descriptions of the work we do or the plans we implement to accomplish our mission. The Values underlie our work, how we interact with each other, and which strategies we employ to fulfill our mission. The Core Values are the basic elements of how we go about our work. They are the practices we use every day.

To achieve success in administering Tennessee's Property Tax System, we hold to our Core Values in everything we do.





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SUMMARY

- **Appraisal Training** – 154 state and county staff attended 12 classes at a per student cost of \$117.89. Thirty-one (31) individuals achieved Assessment Level Certification.
- **IMPACT** – The contract was awarded to Tyler Technologies. Essential modifications to Tyler's product were made and the Development Phase of the project has been initiated.
- **Assessment Change Notices** – Printed 700,000 notices and delivered to counties for mailing to the property owners.
- **Tax Billing** – Printed 2,000,000 tax notices, 300,000 tax receipts and tax roll entries for 2,200,000 parcels .
- **Property Tax Relief** – 90,769 claims were processed representing 67,634 recurring applicants. An additional 38,000 claims for first time applicants were also submitted.
- **Property Tax Freeze** – Eight (8) counties and one (1) city had adopted the Property Tax Freeze in 2007 with additional counties adopting the Act in 2008.
- **Reappraisal Grants** – \$2,183,000 was granted to all counties in the state for conducting visual inspections and reappraisals. Grant amounts are shown on page 11.
- **Appraisal Ratio Studies** – The map on page 11 lists the counties for which a 2008 ratio study was performed as well as the 2008 CVU and reappraisal counties.
- **Current Value Updating** – Nine (9) counties were analyzed with seven (7) counties requiring valuation updating.
- **GIS Parcel Data Maintenance** – Geodatabase migration for 13 TNBMP counties was completed while assisting 5 counties in their decision to become TNBMP partners. Ten (10) counties were assisted with their transition from paper to digital mapping.

MEMBERS OF THE BOARD

On behalf of the staff of the Division of Property Assessments, I am pleased to submit our annual report for fiscal year 2007–2008. This report is also available on the Division's web site at <http://www.comptroller.state.tn.us/cpdivpa.htm>.

Programs administered by the Division produced assessments and tax billings on 3.2 million parcels, delivering essential revenues in 95 counties and 285 municipalities and their school districts.

Our services continue to increase in public value thanks to our effective and resourceful employees. We recognize that “who we are” is as important as “what we do”, and we remain dedicated to honoring our record of efficiency and our history of integrity and exceptional service.

We are proud to serve the local governments and people of our state as a participant in Tennessee's journey through the 21st century. We are also grateful for the support of the Comptroller of the Treasury and the State Board of Equalization.

Respectfully Submitted,



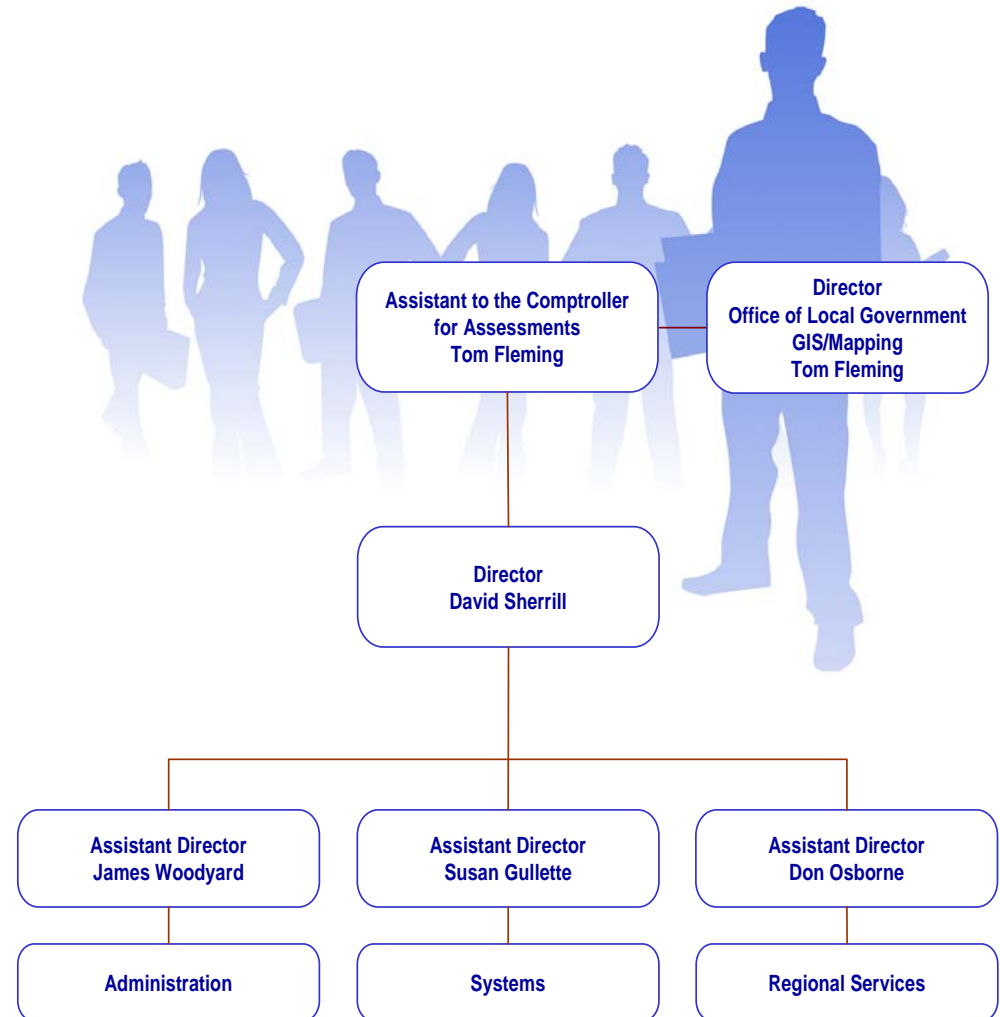
David Sherrill, CAE
Director



GOALS

- To ensure the professional administration of property tax programs in all taxing jurisdictions pursuant to T.C.A. § 67-1-201 through § 67-1-514, 1 through 10, T.C.A. § 67-5-101 through 67-5-1703.
- To ensure a standardized record-keeping system for all property tax records through the continued use of the division's computerized appraisal and tax billing system.
- To ensure an up-to-date and equitable property tax base in all taxing jurisdictions through continuing county reappraisal efforts and the maintenance of the division's Computer Assisted Appraisal System, pursuant to T.C.A. § 67-5-1601 through 67-5-1603.
- To ensure a high degree of competency and a broad base of appraisal knowledge through the division's assessment certification and education program.
- To administer the Property Tax Relief Program in a manner that all qualifying low-income elderly, disabled, disabled veterans and surviving spouses of disabled veterans will receive timely and accurate rebates.
- To ensure county property ownership maps are accurate and current, and to ensure counties comply with T.C.A. § 67-5-806(b), which requires maps to be filed annually in the office of the Register of Deeds.
- To accomplish appraisal ratio studies in every county as determined by the State Board of Equalization and pursuant to T.C.A. § 67-5-1604 through 67-5-1606.
- To monitor on-site review and valuation of properties, provide valuation assistance, develop valuation indexes and audit assessor performance in accordance with T.C.A. § 67-5-1601 (d) (1).

ORGANIZATION



ADMINISTRATION

ADMINISTRATIVE SERVICES

- **Strategic Plan and Risk Assessment** – Administrative Services administers the annual strategic plan and risk assessment for the Division of Property Assessments (DPA).
- **Annual Budget** – Administrative services develops, implements and monitors the division's annual operating budget.

ASSESSMENT EDUCATION

- **Appraisal Training** – During Fiscal Year (FY) 2007-2008 technical appraisal training was provided to approximately 180 students through 12 classes in three locations, Jackson, Nashville and Knoxville.

The total cost for FY 2007-2008 was \$27,245 for 180 students. Twenty-six (26) students in FY 2007-2008 were private participants that paid \$9,090 to attend. The total division cost was \$18,155 for 154 students, a per student cost for tuition and books of \$117.89.


County Board of Equalization Seminars had approximately 230 attending five (5) separate locations in FY 2007-2008.

- **Assessor Certification and Education Program** – Currently the program has 29 CAE Designations, 87 TMA Certifications and 120 TCA Certificate holders.

The State Board of Equalization paid incentive compensation (county employees only) to 10 CAE holders, 22 TMA and 26 TCA Certificate holders. Two hundred eighty-eight (288) TCA's have been certified since the program began in 1977. There are currently 120 active state and county employees that hold the TCA Certificate and 87 that hold the TMA. Thirty-one (31) individuals achieved Assessment Level Certification for FY 2007-2008.

ACCOUNTABILITY

Reliability



JAMES E. WOODYARD, SR.
ASSISTANT DIRECTOR

Professional

*The Administration section continually strives to maintain a sound and balanced budget for the Division of Property Assessments with both **Reliability** and **Accountability** as our goals. With the successful facilitation of the Assessment Certification and Education Program, the Administration section also continues in its mission to offer **Professional** technical appraisal training to state, county and private sector individuals.*



SUSAN GULLETTE
ASSISTANT DIRECTOR

Accuracy

Integrity

Timely

*The **Integrity** and **Accuracy** of data along with **Timely** delivery of services to assessment jurisdictions are the main goals for the Systems section. With the implementation of IMPACT the Division of Property Assessments will be aided in its' mission "to make government work better to improve the quality of life for all Tennesseans by ensuring superior administration of the property tax system". The taxpayers of Tennessee will benefit from the achievement of our goals and the continual pursuit of our mission.*

SYSTEMS

IMPACT

- **Integrated Multi Processing of Administrative CAMA Technology (IMPACT)** – In July, 2005, the IMPACT project officially began with the goal of integrating the efforts and increasing the efficiency of the State Board of Equalization, the Office of State Assessed Properties and the Division of Property Assessments in administering the property tax system in Tennessee.
- **Contract Information** – The contract was awarded to Tyler Technologies on November 27, 2007. In January 2008, work began to ensure the Tyler product meets Tennessee's specific statutes, standards and functional business requirements.
- **Development Phase** – In a collaborative effort between vendor and state entities, identification of essential modifications to Tyler's product was made and the Development Phase of the project has been initiated.

ASSESSMENT SYSTEMS

- **Reappraisal and Current Value Update Programs** – During Fiscal Year (FY) 2007-2008, over 400,000 parcels of real property were re-valued using our CAAS systems; 13 Reappraisal counties and nine (9) Current Value Update counties. Assessment Systems will always ensure the valuation programs are performed accurately and timely.
- **Assessment Change Notices** – Each year Assessment Systems provides the service of printing the assessment change notices and related reports on properties that have a change in assessment or property classification. In FY 2007-2008, approximately 700,000 notices were printed and delivered to counties for mailing to the property owners.

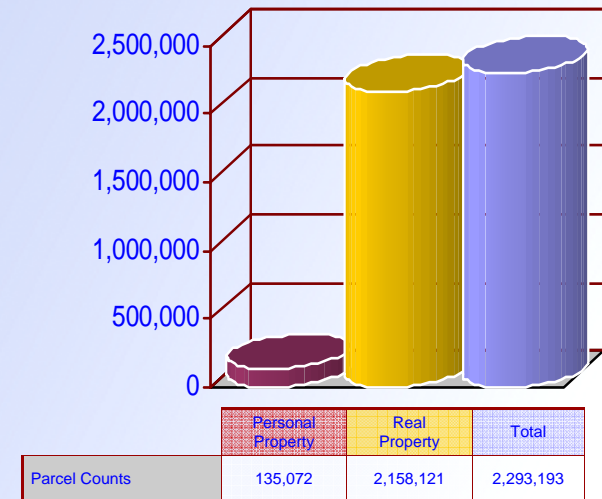
SYSTEMS

- **Tax Billing** – Assessment Systems assists local tax authorities (Counties and Cities) with the preparation of annual tax billing data. In FY 2007-2008, approximately 2,000,000 tax notices, 300,000 tax receipts and tax roll entries for 2,200,000 were printed. Electronic data files for an additional 2,000,000 parcels were generated for authorities that use private vendors.
- **IMPACT** – Assessment Systems staff is a key component in the IMPACT project. Staff from the central office, as well as the DPA regional offices, are working on the design and functionality of the new system.
- **DPA Internet** – The DPA internet website continues to be an invaluable tool for both government agencies and public entities. The website offers access to Real Estate Assessment Data information, up to date information on the Property Tax Freeze Program and the IMPACT Project, as well as information on the Property Tax Relief Program, the Assessment Education and Certification Program and much more.
- **DPA Intranet** – The DPA Intranet site serves as a repository for information to be used by DPA staff statewide. The intranet site offers access to information such as the DPA newsletter “The Tape Measure”, the IMPACT newsletter, appraisal training registration information, and a staff directory.

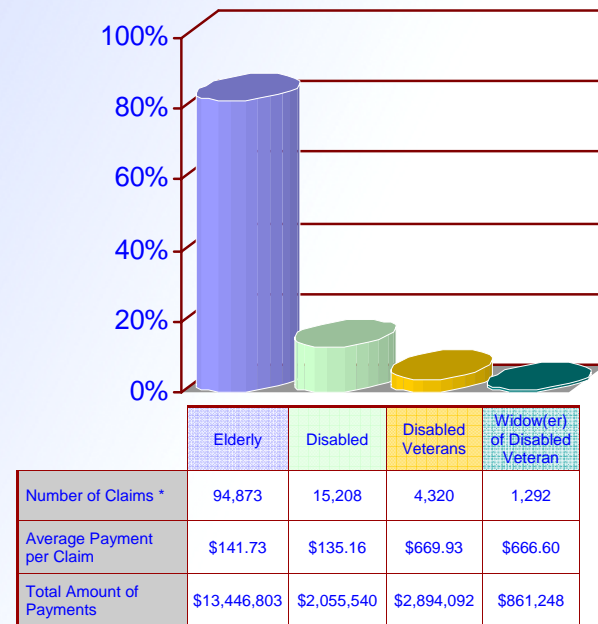
TAX RELIEF

- **Funding** – During FY 2007-2008, the state legislature appropriated \$22,800,000 to fund the Property Tax Relief Program. The income limit for elderly and disabled homeowners was increased to \$24,000. The number of qualifying disabled veteran homeowners increased due to the removal of combat-related language in the statute.
- **Tax Relief Web** – The Tax Relief Web has been instrumental in helping tax relief staff process applications in a timely manner. During FY 2007-2008, 77,000 Application Credit Vouchers (ACV)s and 33,000 Disbursement Vouchers (DV)s were submitted via the web.

2007 Tax Billing Parcels Processed by Systems



Percentage of 2007 Tax Relief Claims by Classification



*This chart represents tax year 2007 claims not people

SYSTEMS

- **Claims** – Ninety thousand, seven hundred sixty-nine (90,769) claims were processed in FY 2007-2008 representing 67,634 recurring applicants. An additional 38,000 claims for first time applicants were submitted for processing. This fiscal year 15 of the weekly pay runs exceeded \$500,000 due to the increase in the income limit for elderly and disabled homeowners and the additional disabled veteran homeowners who now qualify.

TAX FREEZE

- **Property Tax Freeze** – With the passage of the Property Tax Freeze Act (Public Chapter 581, Acts of 2007) multiple efforts involving personnel from several functional areas of the DPA, as well as other areas within the Comptroller's office, were initiated to set up the Tax Freeze program.
- **Staffing** – Staffing to monitor and assist local jurisdictions with the Tax Freeze was put into place within the DPA. In addition, a state project was initiated to develop a web-based Tax Freeze System for use by collecting officials and Assessors in jurisdictions adopting the program.
- **Tax Freeze Adoptions** – By the end of 2007, eight (8) counties and one (1) city had adopted the Tax Freeze. Calendar year 2008 has seen additional counties and cities adopt the program.

Office of the Comptroller of the Treasury
State of Tennessee
Tax Freeze System

2007 STATE OF TENNESSEE PROPERTY TAX FREEZE APPLICATION
WILSON COUNTY

Ownership - Choose 1
☒ Sole Owner ☐ Co-Owners
 If applicant's name is not on property tax receipt, provide ownership evidence.

Life Estate - Choose 1
☒ No ☐ Yes

Mobile Home - Choose 1
☒ No ☐ Yes
 If yes, provide Title or BOS

County # 095 City # 000 DI 01 MAP 054 - 0 Group B CNTL MAP 054 - 0 Parcel 117 - 00 PI SI 000

Last Name WILLIAMSON First Name WILLIAM MI Q Social Security Number 999 - 99 - 9999 Birth Date 01 / 01 / 1943

Telephone Number (615) 555 - 9999

Street Address of Principal Residence (street, or route with box no.) 1000 SNOWY WAY City of Principal Residence LEBANON, TN Zip Code 37083 - 0000

Mailing Address if different from Address of Principal Residence
 • Leave blank if mail goes to property address
 • Provide reason for mailing address in the Remarks section
 • If APPLICANT is not living on property, the mailing address is always designated as TEMPORARY

Mailing Address (C/O Person's Name, P.O. Box, or Route No. ONLY) Mailing City State

Mailing Zip Code Mailing Country USA Mailing Address Status ☒ Permanent ☐ Temporary

Co-Owner / Resident Remainder Information
☐ Co-Owner Last Name First Name MI Social Security Number Birth Date
☐ Resident Remainder
☒ Remove

A portion of the Tax Freeze online application available for use by collecting officials in Tax Freeze jurisdictions.

Tax Freeze Assessment (all fields will be saved)

Acres	Base Tax Year	Total/Partial Freeze	Partial Freeze Reason	2007 Frozen Year Total Assessment	2007 Base Frozen Assessment	2007 Frozen Year Non-Frozen Assessment	Current Total Assessment	Current Assessment for Frozen Portion	Current Assessment for Non-Frozen Portion
3.45	2007	Total	N/A	27375.00	27375.00	0.00	27375.00	27375.00	0.00

Click to use frozen year assessment

☐ Base Tax Adjustments Due to Physical Changes

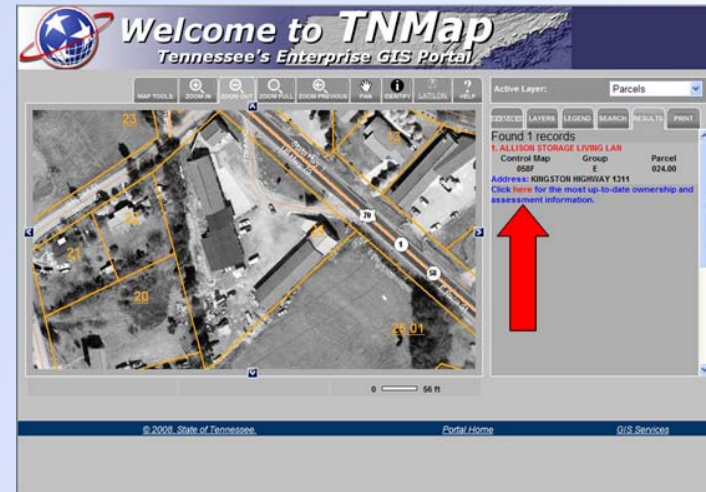
Assessor Remarks:

Submit Assessment Exit Without Submitting Open CAAS Web Window

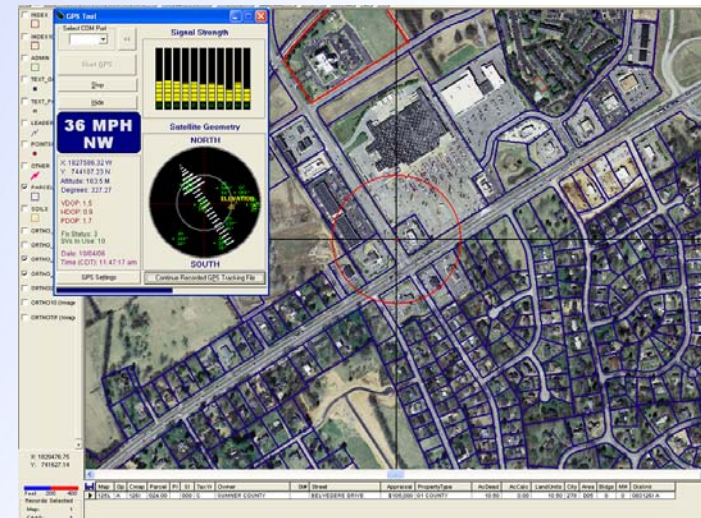
This is a portion of the Tax Freeze assessment screen available for use by Assessors in Tax Freeze jurisdictions.

SPECIAL PROJECTS

- Property Tax Freeze** – A state project was initiated to develop a web-based Tax Freeze System for use by collecting officials and Assessors in jurisdictions adopting the program. The project to develop the Tax Freeze System is a cooperative effort between the Division of Property Assessments and the Information Technology section of the Office of Management Services. This web-based system is being implemented in phases, with the online application form for collecting officials and the assessment component for Assessors of Property already implemented. The final major phase of the project will be the tax billing component.
- Real Estate Assessment Data and the TNMap** – Property ownership maps from the Tennessee Base Mapping Program are now available for viewing through the website. This site, which provides free public online access to assessment data for all counties using the state CAAS system, was implemented in 2001 and has grown to receive over 250,000 visits per month. In 2007, the Office for Information Resources (OIR)/GIS Services launched the Tennessee Map (TNMap), which provides free public online access to parcel level digital map data. This site includes parcels, ortho imagery and street centerlines for 93 counties. Bi-directional links have been established so the public can view the property map for a parcel selected on the assessment data website and view the assessment data for a parcel selected on the TNMap website.
- MapViewer** – Use of the state-developed MapViewer GIS analysis tool has continued to grow, with approximately 600 users in state and county assessment offices.
- Orthophotography Updates** – Updated imagery for nine (9) counties was obtained in Fiscal Year (FY) 2007-2008 through OIR/GIS Services' Ortho Update Pilot program. For the first time, this imagery is in color, has 1 foot resolution county-wide, and is being produced in a digital environment. This pilot project is leading to an eventual update of the imagery for all participating counties on a four-year cycle. The DPA converted these updated color orthos into a format where they can be viewed within the MapViewer program and provided them to county and DPA offices.
- GIS** – A study group of personnel from the Division of Property Assessments and the Office of Local Government worked in early 2008 to review and adjust roles and responsibilities for GIS support of DPA staff and assessor offices involving OLG/GIS support technicians, DPA systems analysts and DPA regional appraisal staff.



A link from the TNMap website to the Real Estate Assessment Data website enables the public to go directly to the assessment data for the selected parcel.



The use of GIS in the assessment community will continue to grow as we explore new technology, and as there is greater integration with the assessment process through the IMPACT project.



DON OSBORNE
ASSISTANT DIRECTOR

Quality

Equity

Goals

*As the Regional Services section has addressed new technology and new legislation, the **Goals** have remained constant over the past forty-one years. The **Quality** of the data used for appraisal remains essential to the quality of the output resulting from those appraisals. Ensuring **Equity** and fairness in the property tax system for all Tennessee Assessment Jurisdictions has required the Regional Services section to adapt new procedures and applications as technology has improved.*

REGIONAL SERVICES

- **Staffing** – As a result of a reorganization of the Division of Property Assessments (DPA) in the early 1990's, the Regional Services section evolved into its present configuration. Currently, the section is comprised of approximately 120 personnel assigned to nine assessment regions operating in seven offices located throughout the state, as well as in the division's downtown Nashville office.
- **Field Work** – The regional staffs monitor the quality and quantity of annual maintenance and the visual inspection cycle and reappraisal programs performed by the assessors. In addition, the Regional Services section also provides technical assistance to assessors, develops current value updates (CVU), conducts appraisal ratio studies, defends property value appeals and administers the reappraisal grant program.
- **Monitoring** – During Fiscal Year (FY) 2007-2008, the monitoring effort of the DPA included working in all 95 counties and reviewing property characteristic data on all property types.
- **Reappraisal Grants** – A total of \$2,183,000 was granted in FY 2007-2008 to all counties in the state for the purpose of conducting visual inspection and reappraisal according to T.C.A. § 67-5-1601. The grants were issued in four quarterly installments to those counties which were judged to be in compliance with the schedules stipulated in their plans for reappraisal. Individual county grant amounts for FY 2007-2008 are displayed on page 11.
- **Appraisal Ratio Studies** – The map display on page 11 lists the counties for which a 2008 ratio study was performed, as well as the 2008 CVU and reappraisal counties. Also shown are their current appraisal ratios approved by the State Board of Equalization for all counties at their May 23, 2008 meeting.
- **Current Value Updating** – Nine (9) counties were analyzed this year. Seven (7) counties required valuation updating. Sales data used in current value update analysis were extracted from the assessor's CAAS file and screened by DPA personnel.

REGIONAL SERVICES

- **Economic Development Agreements** – Public Chapter 339 of 2001 amended TCA § 7-53-305 to include an analysis of the costs and benefits resulting from the Economic Development Agreement. Since 2001, 1,075 agreements have been filed from 70 counties. Fifty-three (53) agreements were filed this year from 20 counties.
- **Tangible Personal Property** – Counties are required to submit a personal property audit plan each year. To ensure adherence to the proposed plan and each county's audit methodology, the DPA implemented a personal property monitoring program for all 95 counties. Accounts have risen from 124,291 in 1988 to 234,570 in 2007, an 88% increase.
- **Wetlands Acquisition Program** – The division's responsibility under the wetlands acquisition program, as set forth in TCA § 11-14-406(b), is to certify property tax revenue lost due to the exemption of acquired property, to the state Commissioner of Finance and Administration. The Commissioner certified a total of 18 properties to be allocated in two funds for the 2008 Fiscal Year. The State Land Acquisition Fund had nine (9) properties certified and the Wetlands Acquisition Fund had nine.
- **Appeal Assistance** – Appeals resulting from reappraisals performed by the assessor of property may be handled by DPA personnel upon request for assistance by the assessor of property. The level of DPA participation increases as the appeal moves through the process or when valuation techniques for a particular group of properties are appealed. During 2007-2008 the division received formal requests from 14 counties for appeal assistance.

NASHVILLE AIRPORT REGIONAL OFFICE



JACKSON REGIONAL OFFICE



COLUMBIA REGIONAL OFFICE



COOKEVILLE REGIONAL OFFICE



TULLAHOMA REGIONAL OFFICE



KNOXVILLE REGIONAL OFFICE



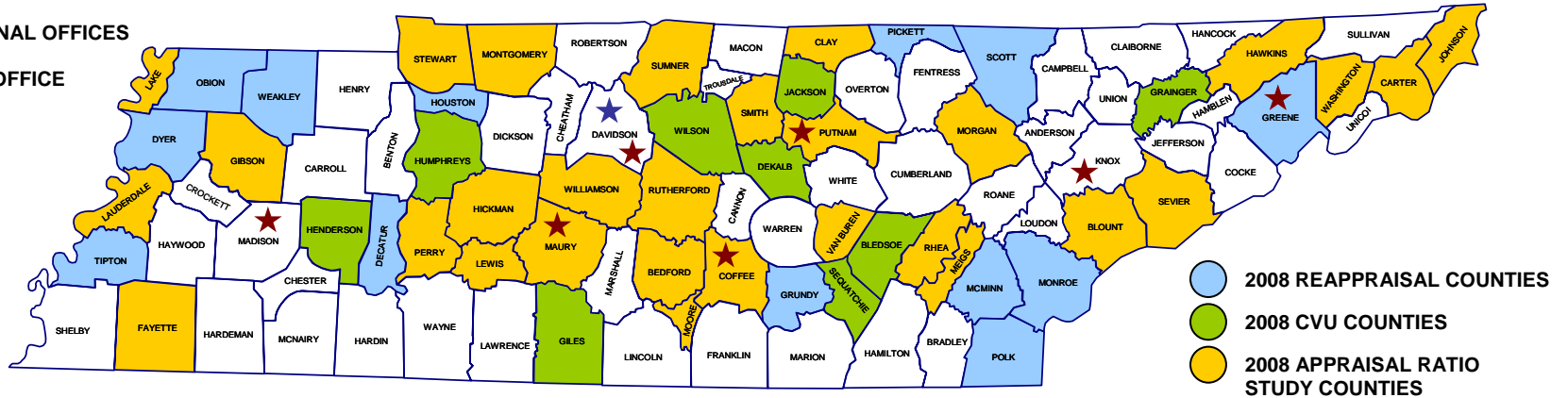
GREENEVILLE REGIONAL OFFICE



REGIONAL SERVICES

★ DPA REGIONAL OFFICES

★ DPA MAIN OFFICE



COUNTY	PARCEL COUNTS	APPRAISAL RATIOS	GRANTS	COUNTY	PARCEL COUNTS	APPRAISAL RATIOS	GRANTS	COUNTY	PARCEL COUNTS	APPRAISAL RATIOS	GRANTS
ANDERSON	36,551	0.8471	\$22,422	HAMILTON	147,891	0.9273	\$90,767	MORGAN	14,848	0.8567	\$9,079
BEDFORD	21,227	0.9264	\$12,883	HANCOCK	5,873	1.0000	\$3,535	OBION	19,598	1.0000	\$12,090
BENTON	16,295	0.9664	\$10,061	HARDEMAN	20,450	1.0000	\$12,650	OVERTON	14,569	1.0000	\$8,882
BLEDSON	10,732	1.0000	\$6,582	HARDIN	25,070	1.0000	\$15,118	PERRY	7,586	0.8845	\$4,643
BLOUNT	64,384	0.8587	\$39,405	HAWKINS	38,266	0.8675	\$23,363	PICKETT	5,651	1.0000	\$3,461
BRADLEY	45,650	0.8594	\$27,787	HAYWOOD	11,663	1.0000	\$7,210	POLK	12,467	1.0000	\$7,448
CAMPBELL	29,017	0.8493	\$17,678	HENDERSON	17,379	0.9238	\$10,670	PUTNAM	35,041	0.8884	\$21,314
CANNON	7,486	1.0000	\$4,608	HENRY	25,381	0.9086	\$15,676	RHEA	23,561	0.8029	\$14,303
CARROLL	18,348	1.0000	\$11,297	HICKMAN	18,505	0.8167	\$11,365	ROANE	35,588	0.8568	\$21,657
CARTER	31,997	0.8390	\$19,621	HOUSTON	6,209	1.0000	\$3,801	ROBERTSON	33,433	1.0000	\$20,317
CHEATHAM	20,236	1.0000	\$12,376	HUMPHREYS	12,667	1.0000	\$7,744	RUTHERFORD	95,330	0.9516	\$54,776
CHESTER	9,170	0.9043	\$5,615	JACKSON	8,948	1.0000	\$5,437	SCOTT	14,412	1.0000	\$8,878
CLAIBORNE	22,694	1.0000	\$13,762	JEFFERSON	32,357	0.8667	\$19,681	SEQUATCHIE	10,937	1.0000	\$6,568
CLAY	6,746	0.9209	\$4,099	JOHNSON	13,963	0.7395	\$8,432	SEVIER	77,259	0.8684	\$45,865
COCKE	24,275	0.8529	\$14,577	KNOX	184,919	0.9094	\$111,903	SHELBY	349,850	0.9330	\$213,995
COFFEE	29,455	0.8814	\$18,086	LAKE	3,857	0.9203	\$2,380	SMITH	11,597	0.8783	\$7,119
CROCKETT	9,566	0.9315	\$5,890	LAUDERDALE	13,513	0.9333	\$8,322	STEWART	11,997	0.8148	\$7,349
CUMBERLAND	64,670	1.0000	\$39,740	LAWRENCE	23,473	0.9127	\$14,396	SULLIVAN	84,826	0.8487	\$52,109
DAVIDSON	227,663	0.8780	\$137,836	LEWIS	7,648	0.9140	\$4,699	SUMNER	68,938	0.8939	\$41,428
DECATUR	12,861	1.0000	\$7,896	LINCOLN	18,286	1.0000	\$11,148	TIPTON	29,732	1.0000	\$18,243
DEKALB	17,337	1.0000	\$10,668	LOUDON	32,599	0.8409	\$19,437	TROUSDALE	4,741	0.9099	\$2,829
DICKSON	25,506	1.0000	\$15,614	MACON	13,164	1.0000	\$8,065	UNICOI	11,161	1.0000	\$6,882
DYER	20,963	1.0000	\$12,931	MADISON	46,398	0.9215	\$28,461	UNION	14,344	1.0000	\$8,692
FAYETTE	21,481	0.8739	\$12,836	MARION	19,802	1.0000	\$11,957	VAN BUREN	6,849	0.8124	\$3,394
FENTRESS	15,475	1.0000	\$9,152	MARSHALL	15,894	1.0000	\$9,720	WARREN	22,072	0.9608	\$13,592
FRANKLIN	23,953	1.0000	\$14,703	MAURY	39,491	0.9039	\$23,609	WASHINGTON	56,082	0.8135	\$34,071
GIBSON	29,028	0.8806	\$17,739	MCMINN	30,010	1.0000	\$18,208	WAYNE	12,476	0.9204	\$7,703
GILES	17,575	0.9094	\$10,784	MCNAIRY	17,715	0.9031	\$10,880	WEAKLEY	20,299	1.0000	\$12,552
GRAINGER	15,226	1.0000	\$9,221	MEIGS	8,854	0.8778	\$5,292	WHITE	16,431	1.0000	\$10,104
GREENE	42,327	1.0000	\$25,814	MONROE	28,190	1.0000	\$17,064	WILLIAMSON	70,679	0.8683	\$41,835
GRUNDY	10,127	1.0000	\$6,154	MONTGOMERY	62,588	0.8910	\$37,426	WILSON	49,961	1.0000	\$29,529
HAMBLIN	29,716	0.8729	\$18,315	MOORE	3,796	0.9244	\$2,314	TOTALS	3,174,871		\$1,927,589

LEGAL SERVICES

- **Public Chapter 606 - Delinquent Property Taxes** – Specifies that a delinquent tax sale purchaser is not prohibited from filing suit to quiet title after expiration of the redemption period notwithstanding the deadline for tax sale challenges.
- **Public Chapter 680 - Appeals** – Clarifies that a taxpayer may not go directly into court by requiring that the taxpayer first obtain a ruling by the State Board of Equalization. In addition this legislation clarifies that delinquent penalty and interest begins to accrue 30 days after the final certificate is issued by the State Board of Equalization. This Act also tolls the 10 year bar against collection of property taxes at issue in an administrative appeal before the State Board of Equalization.
- **Public Chapter 698 - Prepayment of Property Taxes** – Allows Trustees to collect partial payment of property taxes prior to the date the tax rate is established by the county legislative body.
- **Public Chapter 802 - Leaseholds Valuation** – Permits assessment personnel to consider sales of similar interests in valuing leasehold interests in properties used for residential purposes.
- **Public Chapter 806 - Property Tax Relief** – Increases the base income limit for disabled homeowners from \$20,000 to \$24,000 for tax year 2007.
- **Public Chapter 971 - Assessors of Property** – Directs the Code Commission to change all references of "tax assessors" to "assessors of property" as sections are amended or volumes are replaced.
- **Public Chapter 1013 - Economic Development Agreements** – Imposes a \$500 additional PILOT payment if the economic development agreement is not filed within 30 days after written demand by the Comptroller's Office or any other public entity with whom the agreement was to be filed.
- **Public Chapter 1069 - Intangible Personal Property** – Revises the statutes concerning the assessment of intangible personal property.
- **Public Chapter 1104 Property Tax Exemptions** – Property tax exemption clean-up legislation which establishes a three (3) year "back-up" effective date provision for previously exempt property and clarifies what will be considered as "income" when one exempt entity leases property to another exempt entity.

Knowledge

Expertise



BOBBY LEE
GENERAL COUNSEL

Ensure

*Legal Services is in place to provide legal assistance to Assessment Personnel, Policy Makers and Taxpayers across the state of Tennessee. The primary responsibility of Legal Services is to provide accurate legal **Expertise** and **Knowledge** to address questions concerning the law as it pertains to assessment issues. Legal Services is often called upon to represent the Division of Property Assessments before the State Board of Equalization to **Ensure** that properties are being appraised and assessed equitably and uniformly across the State of Tennessee. This is accomplished by holding assessment personnel accountable for their appraisal and assessments.*

LEGAL SERVICES

Application for Greenbelt Assessment – Agricultural

The Agricultural, Forest and Open Space Land Act of 1976 ("Greenbelt Law") permits qualifying land to be assessed for property taxes at its use value rather than its fair market value which might be based on a more intensive use. YOU MAY BE LIABLE FOR "ROLLBACK" TAXES later if the land approved for greenbelt is converted to other uses or disqualified for greenbelt as the result of a sale or otherwise. The amount due would be the tax saved during the last three years of greenbelt classification. Before applying, you should carefully review this application and additional information about the greenbelt program which should be provided by your assessor.

Since April 14, 1992, the law requires that property must be actually used as agricultural land in order to qualify for the agricultural use classification. It must be part of a farm "engaged in the production or growing of crops, plants, animals, nursery, or floral products." The assessor may presume that property is used as agricultural land if it earns an average annual gross agricultural income of \$1,500 or more over any three years in greenbelt. However, the assessor will also consider other available evidence indicating how the property is actually used. The assessor may ask you about property income, ownership and other information needed to determine how the property is used and how it should be valued. Complete the remainder of this application to have your property considered for greenbelt.

STATE OF TENNESSEE					
COUNTY OF _____					
Description of Property					
District/Ward	Map/Block/Group	Control Map	Parcel	Special Interest	Acres
1. Name: _____			8. Source of Title:		
2. Mailing Address: _____			Deed Book: _____		
3. Address of Property: _____			Page: _____		
			Other: _____		
4. Total Acreage: _____					
5. Approximate acreage in crop, pasture or other active farm use: _____					
6. Current crop(s) or other agricultural product(s) and expected yield or volume which will be sold:					
Product		Expected Yield or Sales			
_____		_____			
_____		_____			
7. Do you own other property in this county which has been approved for greenbelt? _____					

I certify that I am an owner of the property described above, that the information I have supplied to the assessor in applying for greenbelt is true and correct to the best of my knowledge and belief, and that I am presently using said property as agricultural land as described in the above instructions. I further certify that the property will produce gross agricultural income of at least \$1,500 per year on average over any three years it is classified "greenbelt." I understand the assessor may presume the property is not used as agricultural land if the property does not produce this minimum income, unless I prove otherwise that the property is actually being used as a farm. I have read and understand the requirements for greenbelt eligibility and agree to notify the assessor of any change in the use or ownership of the property which might affect the eligibility of this property for greenbelt.

Dated: _____ Property Owner: _____

On this _____ day of _____, 20____, before me personally appeared the above named property owner, to me known to be the person described in and who executed the foregoing certification, and acknowledged its execution as (his) (her) free act and deed.

My commission expires: _____ Notary Public: _____

THIS APPLICATION MUST BE ACCOMPANIED BY THE CURRENT RECORDATION FEE, OR OTHER ARRANGEMENTS MADE FOR PAYMENT OF SUCH FEE. THIS INSTRUMENT WAS PREPARED BY:

ASSESSOR'S USE
Approved _____
Denied _____

Assessor of Property _____

RVSD, 04/02
CT-0068

In qualifying for greenbelt classification, landowners must apply to their county assessor of property using this form.

- **Public Chapter 1127 Delinquent Residential Property** – Permits Shelby County and the municipalities therein to convey property acquired for delinquent taxes to a nonprofit community development corporation for development for affordable housing without requiring the community development corporation to reimburse the taxing jurisdiction for the delinquent taxes, penalties, or interest.
- **Public Chapter 1161 - Greenbelt**
 - ♦ **Ownership for Determining Maximum Acreage Limits** – Parcels owned by common ownership through an artificial entity will be aggregated together in determining the maximum acreage of 1,500 acres.
 - ♦ **Greenbelt Applications** – Owners of property desiring to continue a previous greenbelt classification but failing to file an application by March 1 can still apply if the current owner files the application after receiving notice of disqualification accompanied by a late application fee of \$50.
 - ♦ **Rollback will be triggered by the following acts:**
 - ✓ Such land ceases to qualify as greenbelt property;
 - ✓ The owner requests in writing that the greenbelt classification be withdrawn;
 - ✓ The land is covered by a recorded subdivision plat or an unrecorded plan of development and any portion of the land is being developed. However, if the plat or unrecorded plan of development containing phases or sections, only the phases or sections being developed are disqualified and subject to rollback;
 - ✓ An owner fails to file an application required by the statute;
 - ✓ The land exceeds the acreage limitations of the statute; or
 - ✓ The land is conveyed or transferred and such conveyance or transfer renders the status of the land exempt.

OFFICE OF LOCAL GOVERNMENT GIS/MAPPING GIS/MAPPING

- **Improved Parcel Map Accuracy** – With the implementation of the statewide GIS program there has been a significant improvement in the accuracy of the map data. GIS technicians have the capability to review their work in a digital environment to ensure that the spatial data is free of topology errors and that all parcels have the correct GISLINK value. Technicians can compare the spatial data to the CAMA System to ensure the parcel identification numbers on the map are in sync with the parcel numbers found in the CAAS data or vice versa.
- **Map and Data Sales Revenue** – Effective January 01, 2008 a decision was made by Office of Local Government (OLG) management to offer the assessment attributes to the public, private sector and government entities for a fee. To enhance the product the assessment information is packaged with the digital parcels in a shapefile format making it very popular with the assessment and GIS community.
- **Statute T.C.A. 67-5-806(b)** – The statute requires all counties, with the exception of counties with metropolitan government, to file a copy of their maps with the Office of the Register of Deeds on or before October 1 of each tax year. After the maps are filed counties must certify to the Division of Property Assessments (DPA) on or before October 15 that the requirements of this statute were met. For the 2007 tax year all counties met the filing date and submitted certifications on or before October 15. Upon receipt of all certifications the DPA is required to submit a report to the State Board of Equalization (SBOE) on or before November 15 of each year addressing county compliance. The report was submitted to SBOE October 9, 2007.
- **Improve Updating Cycle** – We will strive to update all 42 counties maintained by this office for the 2009 tax year and will update more frequently if resources permit. A status map for those counties maintained by the state and those updated at the local level is located on page 16 of this report.
- **GIS Training** – It is our goal to seek additional GIS training to promote professional development. An increase in the GIS skill set and knowledge will enhance management and staff's ability to improve productivity, accuracy and efficiency.
- **Request and Purchase Map and Data Products Online** – Request for property maps (paper) and data products (shapefiles) can be purchased by using the new purchase order form located at www.comptroller.state.tn.us/pa/pa/pom.htm. Requests and purchases can not be submitted online at this time but a goal is to make it available late 2008 or early 2009.




Efficiency

Capability

Accuracy

ROGER LOWE
GIS MANAGER

*The implementation of the statewide Tennessee Base Mapping Program provides the GIS/Mapping section the **Capability** of producing a superior map product. All counties statewide are being maintained in a digital environment either locally or by the Office of Local Government GIS/Mapping section. With GIS, state and county mapping personnel now have the capability to review parcel data in a digital environment to ensure that the spatial and assessment data are in sync. Providing assessment officials with quality map data improves the **Accuracy** and **Efficiency** of the assessment function. Producing a quality product is a constant goal of the GIS/Mapping section.*



DAVID TIRPAK
GIS MANAGER

Distribution

Guarantees

Maintenance

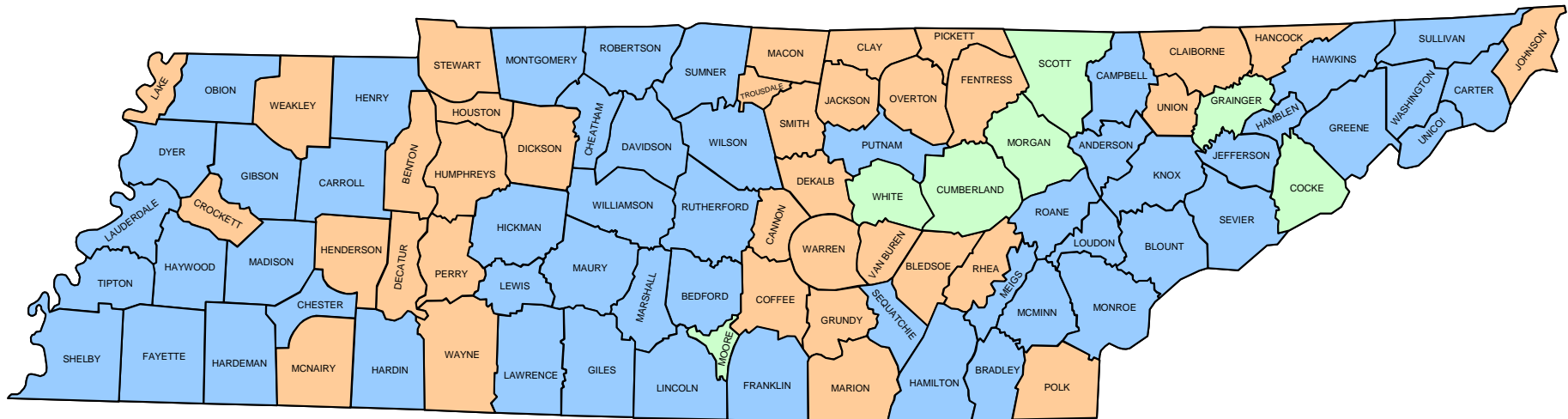
*As the use of Geographic Information Systems (GIS) technology continues to grow within the Comptroller's Office, the Office of Local Government (OLG) will continue to focus on two primary objectives. (1) Ensuring that the **Maintenance** of statewide GIS data products, such as parcels and redistricting data, is done as efficiently as possible by personnel at both the State and Local levels. This **Guarantees** that consumers are working with timely data that accurately reflects the geographic landscape of Tennessee. (2) Facilitating the **Distribution** of these statewide GIS data products to Federal, State, and Local Governments agencies for use in their business processes.*

OFFICE OF LOCAL GOVERNMENT GIS/MAPPING ANALYSIS, DEVELOPMENT & REDISTRICTING

- **Parcel Data Maintenance** – During Fiscal Year (FY) 2007-2008 the geodatabase migration for the remaining 13 Tennessee Base Mapping Program (TNBMP) counties was completed while assisting five (5) counties in their decision to become TNBMP partners and also assisting 10 counties with their transition from paper to digital mapping. OLG provided technical services (support, training, application development, etc.) to 46 counties performing parcel maintenance at the local level in a digital environment. OLG streamlined our technical support operations through the utilization of remote support software and file transfer protocol (FTP) services and continued to test the automated replication of locally maintained parcel data from county geodatabases to OLG's statewide geodatabase.
- **Parcel Data Distribution** – OLG began laying the groundwork for the distribution of statewide parcel data to State and Local Government agencies via the Tennessee Map (TNMap) infrastructure and Federal Government agencies via the National Spatial Data Infrastructure (NSDI) initiative. OLG also provided the U.S. Fish & Wildlife and Tennessee Valley Authority agencies with statewide parcel data for use within their operations. Our participation in meetings with U.S. Congressional delegates from Tennessee during FY 2007-2008, will ensure that Federal GIS legislation is meeting Tennessee's needs.
- **IMPACT Evaluation and Gap/Fit Processes** – OLG participated in the IMPACT evaluation and gap/fit processes to ensure that the application's GIS functionality meets end-user business needs while aligning with the State's enterprise GIS vision. These processes will begin laying the groundwork for the GIS infrastructure that will support the IMPACT application.
- **Redistricting** – OLG developed and went live with a web-based Precinct Maintenance application that allows Local Government personnel (Administrator of Elections) to maintain voting precinct GIS data for their jurisdiction over the Internet. OLG is also working with State agencies to provide Tennesseans with online access to their voting location and will continue to work with and provide TNBMP data to the U.S. Census Bureau in support of the 2010 census.
- **Special Projects** – OLG worked with State Audit personnel to incorporate GIS into audit reports for State Government Energy Conservation Efforts and the Cash 3 Computer Programming Error; and also worked with the Office of Research and Education Accountability (OREA) personnel to incorporate GIS reports into projects such as Adequate Parental Health Care by County and Number of Violent Incidents by Students per School District.

OFFICE OF LOCAL GOVERNMENT GIS/MAPPING

GIS MAPPING STATUS MAP



Local Maintenance - 53 Counties

53

Level 1 counties -
Local Funding/Local Maintenance

O

Level 2 counties -
Local Funding/Local Maintenance

GIS Maintenance - 42 Counties

7

Level 3 counties -
Local Funding/OLG Maintenance

35

Level 4 counties -
Non Partnership/Local Maintenance



HISTORY

Forty-one years ago the Eighty-fifth General Assembly of the state of Tennessee established the Division of Property Assessments (DPA) in the office of the Comptroller of the Treasury. Governor Buford Ellington signed the law establishing the division on May 25, 1967. The initial role of the DPA was to supervise the statewide mapping and reappraisal programs. As property tax legislation and technology evolved, so did the role of the DPA. Over the course of its forty-one year history the DPA has added the administration of the Property Tax Relief Program, the technical and professional training for state and county assessment personnel, the personal property program, the support and service of the computer appraisal system, appraisal ratio studies and current value updating to those initial responsibilities.

We are proud of our past, and we acknowledge the foundations laid over the past forty-one years that enable us to build the future and accomplish our mission to ensure superior administration of Tennessee's property tax system.

The present Comptroller of the Treasury, John G. Morgan, continues the strong and stable leadership that has established our tradition of excellence in assessment administration.



Comptroller of the Treasury, Division of Property Assessments. Authorization No. 307185, 150 copies, June 30, 2008. This public document was promulgated at a cost of \$5.29 per copy.



www.comptroller.state.tn.us/cpdivpa.htm

